

DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

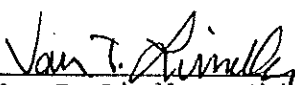
ADMINISTRATIVE SERVICES DIVISION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

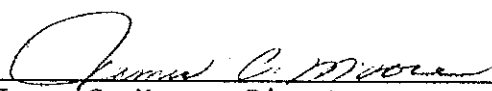
ADMINISTRATIVE SERVICES DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

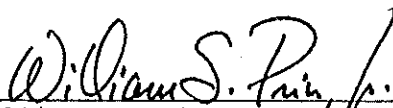
APPROVAL RECOMMENDED



Van T. Lindley, Chief Records Officer
Department of State Treasurer

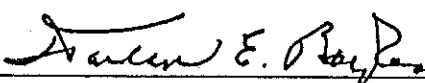


James C. Moore, Director
Administrative Services Division

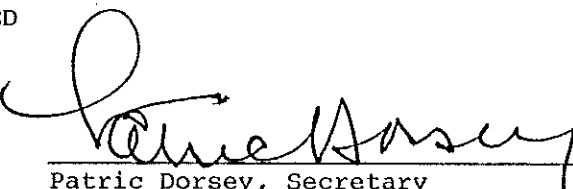


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Harlan E. Boyles, State Treasurer
Department of State Treasurer



Patric Dorsey, Secretary
Department of Cultural Resources

October 17, 1990

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

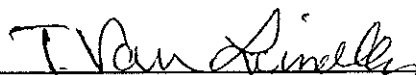
JH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION
INFORMATION SYSTEM SECTION

Amend the records retention and disposition schedule approved October 17, 1990
by adding item 29250 as shown on substitute page dated March 24, 1991.

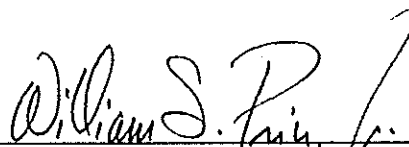
APPROVAL RECOMMENDED



T. Van Lindley, Chief Records Officer
Department of State Treasurer

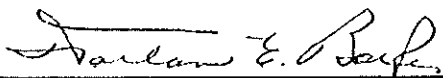


James C. Moore, Director
Administrative Services

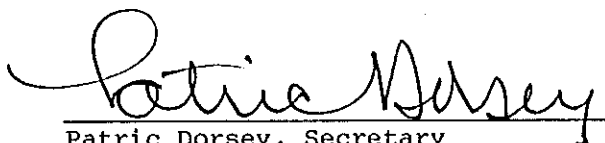


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Harlan E. Boyles, State Treasurer
Department of State Treasurer



Patric Dorsey, Secretary
Department of Cultural Resources

March 24, 1991

JH

DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION
ACCOUNTING SECTION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the


ACCOUNTING SECTION


do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed.

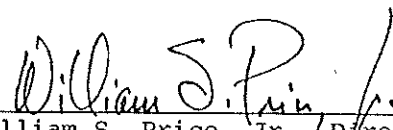
ACCOUNTING SECTION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

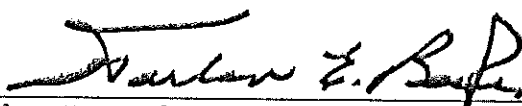
APPROVAL RECOMMENDED

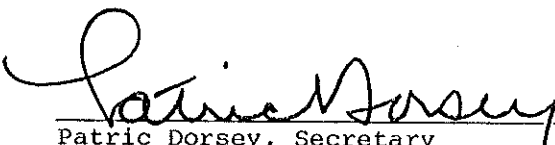

T. Van Lindley, Chief Records Officer
Department of State Treasurer


James C. Moore, Director
Administrative Services Division


William S. Price, Jr., Director
Division of Archives and History

APPROVED


Harlan E. Boyles, State Treasurer
Department of State Treasurer


Patric Dorsey, Secretary
Department of Cultural Resources

August 31, 1992

**This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.**

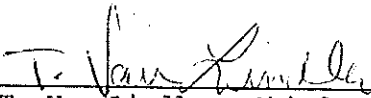
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

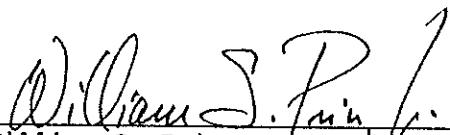
DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION
ACCOUNTING SECTION

Amend the records retention and disposition schedule approved October 17, 1990 by adding Items 34986 and 34987 as shown on substitute page dated January 8, 1993.

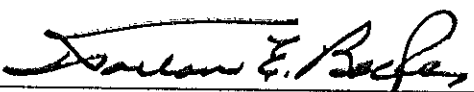
APPROVAL RECOMMENDED

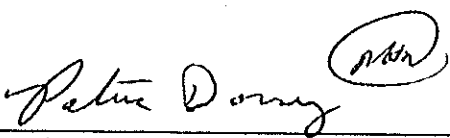

T. Van Lindley, Chief Records Officer
Department of State Treasurer


James C. Moore, Director
Administrative Services


William S. Price, Jr., Director
Division of Archives and History

APPROVED


Harlan E. Boyles, State Treasurer
Department of State Treasurer


Patric Dorsey, Secretary
Department of Cultural Resources

January 8, 1993

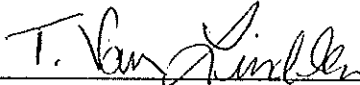
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

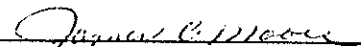
DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION
ACCOUNTING SECTION

Amend the records retention and disposition schedule approved October 17, 1990 by adding Items 16182, 16183, 16185, 16186, and 16187 as shown on substitute pages dated October 20, 1994.

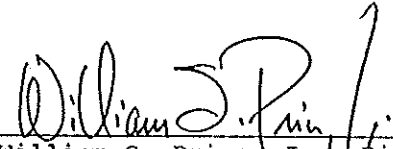
APPROVAL RECOMMENDED



T. Van Lindley, Chief Records Officer
Department of State Treasurer

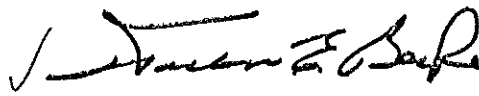


James C. Moore, Director
Administrative Services

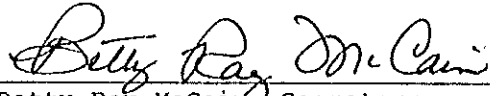


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Harlan E. Boyles, State Treasurer
Department of State Treasurer



Betty Ray McCain, Secretary
Department of Cultural Resources

October 20, 1994

JH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

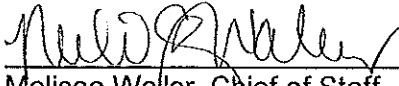
**DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIRECTOR
DIRECTOR'S OFFICE**

Amend the program records retention and disposition schedule approved October 17, 1990, by changing the disposition instructions for the following item 16227 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



Sandra Johnson, Chief Records Officer
Department of State Treasurer

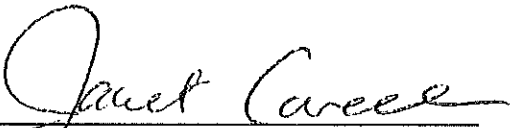


Melissa Waller, Chief of Staff
Department of State Treasurer



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Janet Cowell, State Treasurer
Department of State Treasurer



Linda A. Carlisle, Secretary
Department of Cultural Resources

September 24, 2012

MAH

DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION
SUPPORT SERVICES SECTION
BUDGET UNIT

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

BUDGET UNIT

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

The Department of State Treasurer and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of State Treasurer agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed. The

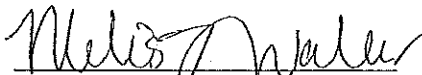
BUDGET UNIT

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

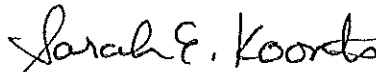
APPROVAL RECOMMENDED



Sandra Johnson, Chief Records Officer
Department of State Treasurer

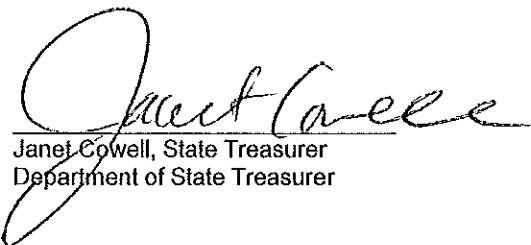


Melissa Waller, Chief of Staff
Department of State Treasurer



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Janet Cowell, State Treasurer
Department of State Treasurer



Linda A. Carlisle, Secretary
Division of Historical Resources

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT


**DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION
WORD PROCESSING SECTION**

Amend the program records retention and disposition schedule approved October 17, 1990, by changing the description and disposition instructions for the following Item 16230, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



Sandra Johnson, Chief Records Officer
Department of State Treasurer


Melissa Waller, Chief of Staff
Department of State Treasurer


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED


Janet Cowell, State Treasurer
Department of State Treasurer


Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION
ACCOUNTING SECTION**

ITEM 16183. COLLECTION CARDS AND CARD MAINTENANCE FILE.

Reference copies of computer-generated cards that are used to update the automated fixed income accounting system with bond amortizations. (Function and records transferred from Investment and Banking Division, Accounting Section.) Amended 10-20-94

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

ITEM 16184. AUTOMATED BOND SYSTEM PRINTOUT FILE.

Reference copies of all end-of-month computer printouts received as output from automated bond system. (Function and records transferred from Investment and Banking Division, Accounting Section.) Amended 10-20-94

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 16185. BOND TRANSACTION TICKETS FROM INVESTMENT MANAGEMENT FILE.

Reference copies of forms that represent purchases, sales, calls, or exchange transactions. (Function and records transferred from Investment and Banking Division, Accounting Section.) Amended 10-20-94

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

ITEM 16186. FINANCIAL STATEMENTS FILE.

Reference copies of income statements, balance sheets, and other reports concerning investment funds maintained by the State Treasurer. (Function and records transferred from Investment and Banking Division, Accounting Section.) Amended 10-20-94

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 16187. STOCK LEDGER SHEETS FILE.

Reference copies of ledgers used to record all stock transactions by stock name. (Function and records transferred from Investment and Banking Division, Accounting Section.) Amended 10-20-94

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 31998. ANNUAL REPORTS FOR VENTURE CAPITAL AND REAL ESTATE INVESTMENTS FILE.

Annual audit reports regarding venture capital and real estate investments. File includes K-1 Forms and 5500 Forms or their equivalents or substitutes.

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after released from all audits for the fiscal year in which the individual investment is fully liquidated.

ITEM 31999. CONVERSION RECORDS FILE.

Plans, tests, worksheets and any other type of document which is used to make and validate the change in accounting records from one system to another.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after released from all audits.

ITEM 32001. DAILY TRANSACTION REPORTS FILE.

Investment Accounting Section reports that are run automatically each day showing earnings transactions for the day reported on.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after released from all audits.

**DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION
ACCOUNTING SECTION**

ITEM 32002. DIVIDEND ANNOUNCEMENTS FILE.

Standard and Poors annual dividend summaries and newspaper clippings regarding daily dividend announcements.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

ITEM 32003. DOCUMENTS OF ORIGINAL ENTRY FILE.

Transaction tickets, control forms, journal vouchers, and any other type of document which authorizes an entry to the Investment Accounting System.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after released from all audits.

ITEM 32004. INTEREST AND ACCRUAL REPORTS FILE.

Interest and accrual reports showing account status for a given day.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after released from all audits.

ITEM 32005. MISCELLANEOUS COMPUTER PRINTOUTS REPORTS FILE.

Computer printout reports which were rerun and used to find or correct errors.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 32006. MISCELLANEOUS WORK PAPERS FILE.

Informal reports, reconciliations, and related work papers prepared to check work received and/or used during the day.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 32008. MONTHLY MICROFICHE FILE.

Microfilmed monthly accounting reports used for in-house purposes.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 32009. MONTHLY REPORTS TO MANAGEMENT FILE.

Monthly reports submitted to management which summarize activity for the month or list significant factors during the month.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after last activity in portfolio.

ITEM 32011. PARTICIPANT ACCOUNTING SYSTEM REPORTS AND WORK PAPERS FILE.

Accounting system reports and work papers that are backup for entries made to the participant accounting system.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after released from all audits.

ITEM 32012. QUARTERLY REPORTS FOR VENTURE CAPITAL AND REAL ESTATE INVESTMENTS FILE.

Quarterly reports for venture capital real estate investments. File includes K-1 Forms and 5500 Forms or their equivalents or substitutes.

DISPOSITION INSTRUCTIONS: Destroy in office 2 year(s) after released from all audits.

ITEM 32014. WORKSHEETS FOR MONTHLY REPORTS TO MANAGEMENT FILE.

All notes, calculations, and worksheets used to prepare the monthly reports to management.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after released from all audits.

**DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION
ACCOUNTING SECTION**

ITEM 34986. ANNUAL REPORTS (CONSOLIDATED ANNUAL FINANCIAL REPORTS) FILE.

Journal entries, printouts, and other related financial records concerning final actions during the completed fiscal year. Amended 1-8-93

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION
DIRECTOR'S OFFICE**

ITEM 16227. DIRECTOR'S CORRESPONDENCE FILE.

Records concerning the organization and daily operation of Administrative Services Division. File includes correspondence, memorandums, reports, and other information.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION
SUPPORT SERVICES SECTION
BUDGET UNIT**

ITEM 3195. BOND SALE FILE.

Records concerning state bond sales. File includes bonds, bond anticipation notes, reports, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Financial Operations Division, Debt Services Section, Bond Issues File (Item 48500).

ITEM 16263. MONTHLY LOCAL GOVERNMENTAL UNITS BOND SALE ACCOUNTS JOURNAL FILE.

Records concerning the accountability of expenses and receipts incurred during the sale and delivery of local governmental unit bonds. File includes invoices and other data utilized in departmental billing for expenses. File also includes clearing account ledger entries for transferring funds for local governmental units after bond settlements (account 8-000-483).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Financial Operations Division, Departmental Accounting Section, Departmental NCAS Database File (Item 49337).

ITEM 16252. VALIDATION AND TITLE FILE.

Computer printouts providing data concerning validations for accounts, objects, funds, and titles. (Information is utilized in preparation of Monthly Budget Report File.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Financial Operations Division, Debt Services Section, Budgetary Control File (Item 48501).

**DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION
WORD PROCESSING SECTION**

ITEM 16230. PRODUCTION LINE COUNT REPORTS FILE.

Records concerning section production by day, week, month, and year. Information includes line counts and document counts.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.